

FermiWorks

Managers: Add Additional Goals

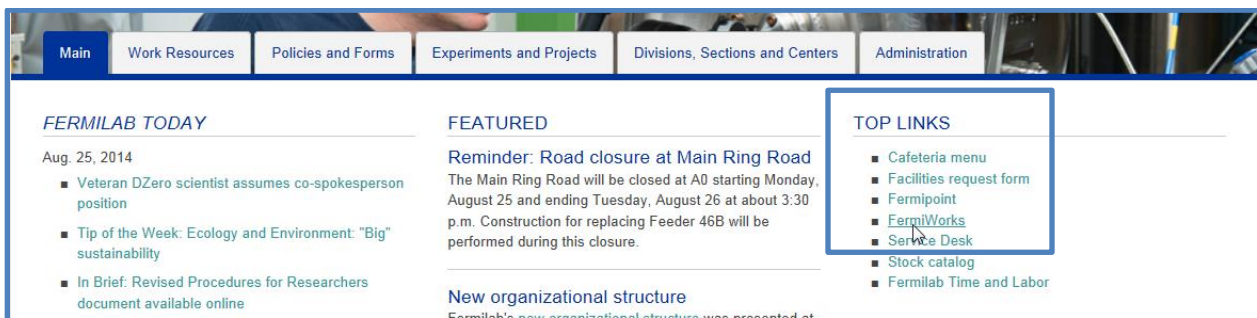
03.16.15

As additional projects and responsibilities are assigned during the performance review cycle, additional goals will be required to be added in FermiWorks. This business process is only available to managers.

1. Click Fermilab at Work.



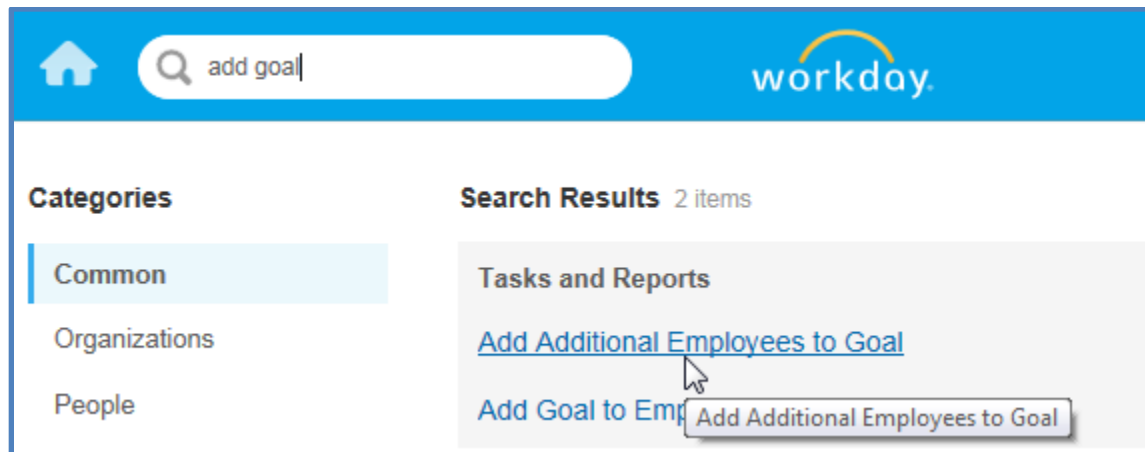
2. Click FermiWorks, listed in the TOP LINKS column.



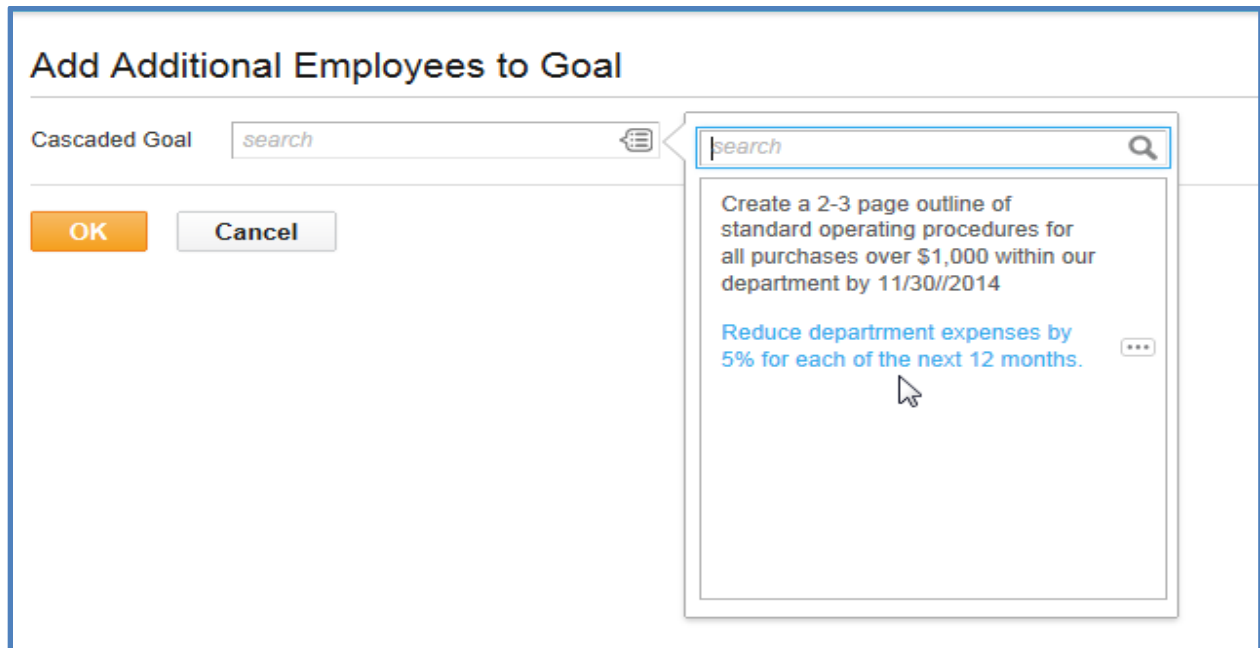
3. Enter your **User Name**, which is also your Services User Name.
4. Enter your **Password**. If you need assistance signing on to FermiWorks, contact the Service Desk at x: 2345.
5. Click **Sign In**.

Add Additional Employees to Goal

1. Enter **Add Goal** in the Search Box.



2. Select **Add Additional Employees to Goal** from the Tasks and Reports list.
3. Click Prompt and select the appropriate **Cascaded Goal**.



4. Click **OK**.

Additional Distribution

1. Click Prompt and select the appropriate **Employees** and/or **Organizations** to add the goal.
2. Check the **Include Subordinate Organizations** check box if appropriate.

NOTE: Checking this check box will roll the goal(s) to all the employees in your organization easily and efficiently. It is suggested to always click this check box. It is not necessary to check this box if adding goal(s) to a specific employee(s).

The following fields auto populate:

- Description
- Category
- Weight
- Due Date

3. Verify the Editable check box is checked.

NOTE: Check this box to ensure the goal can be updated and maintained as appropriate throughout the performance review cycle.

4. Click **Submit**.
5. Discuss goal(s) with your employee or organization.

NOTE: Goal(s) can be edited by the manager or employee.

When a goal is added to an employee a notification is sent to their Inbox.

Notify your employee(s) and/or organization(s) a new goal has been added. They can use the My Goals task to review/edit the new goal(s).